



City of Allentown
 Human Resources
 435 Hamilton Street, Room 233
 Allentown PA 18101-1699
 610-437-7523

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE PAGES 1-5 (Please print). DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

Email _____ Social Security No. _____ - _____ - _____

Telephone (____) _____ Cell (____) _____

If under 18, please print your age _____

Position applied for (1) _____

Days/hours available to work
 No Pref _____ Thurs _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

Are you a U.S. Citizen? Yes _____ No _____

If no, are you legally eligible to work in the US? Yes _____ No _____

Applicant will be required to provide documentation of identity and employment eligibility prior to starting employment.

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired ☐ FULL-TIME ONLY ☐ PART-TIME ONLY ☐ FULL OR PART-TIME

Date available to start? _____

Are you currently on lay-off and subject to recall? Yes _____ No _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	Number of Years Completed	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A VALID DRIVER'S LICENSE? ☐ Yes ☐ No If no, please explain _____

Do you have a means of transportation to work? _____

Driver's License

number _____ State of issue _____ ☐ Operator ☐ Commercial (CDL) A ☐ B ☐

Expiration date _____ Endorsements _____

Have you had any accidents during the past three years? Yes ☐ No ☐ How many? _____

Have you had any moving violations during the past three years? Yes ☐ No ☐ How many? _____

OFFICE EXPERIENCE (for clerical positions only)

Typing	<input type="checkbox"/> Yes	_____ WPM	10-key	<input type="checkbox"/> Yes	Word Processing	<input type="checkbox"/> Yes	_____ WPM
	<input type="checkbox"/> No			<input type="checkbox"/> No		<input type="checkbox"/> No	
Personal Computer	<input type="checkbox"/> Yes	PC <input type="checkbox"/>	Other	_____			
	<input type="checkbox"/> No	Mac <input type="checkbox"/>	Skills	_____			

Please list three references other than relatives, previous employers, or current/former City employees.

Name _____ Position _____

Company _____ Telephone (____) _____

Address _____

Name _____ Position _____

Company _____ Telephone (____) _____

Address _____

Name _____ Position _____

Company _____ Telephone (____) _____

Address _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying (special courses, trades, skills, business machines, licenses, equipment, etc.).

HAVE YOU EVER BEEN CONVICTED OF A FELONY? Conviction will not necessarily disqualify you from employment

☐ Yes ☐ No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? ☐ YES ☐ NO

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? ☐ YES ☐ NO

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Please complete this section in it's entirety even if you attach a resume.

Name of employer Address City, State, Zip Code Phone Number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Have you ever been dismissed or asked to resign from a position? ☐ Yes ☐ No If so, explain -

May we contact your present employer? ☐ Yes ☐ No

PLEASE READ VERY CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by the City of Allentown, (hereinafter called "the City"), except where collective bargaining agreements exist, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other City practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the City of Allentown, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned. Both the undersigned and the City of Allentown may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the City may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the City permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the City from any liability as a result of such contact.

I understand that I must provide information needed to generate a Pennsylvania State Police Criminal Record Check and that employment is contingent on the results of said check.

I also understand that (1) the City has a drug and alcohol policy that provides for pre-employment testing **for which I will pay the current fee**, as well as possible testing after employment; (2) consent to and compliance with such policy is a condition of my employment; (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the City may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the City will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the City shall be probationary for a period of ninety (90) actual work days, and further that at any time during the probationary period or thereafter, my employment relation with the City is terminable at will for any reason by either party.

Signature of applicant _____ Date: _____

The City of Allentown is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the City of Allentown depends solely on your qualifications.

Thank you for completing this application form and for your interest in employment opportunities.